# HR Essentials for Entrepreneurs:

## Understanding the top 4 risks and requirements of your private practice

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Private practice owners are responsible for meeting their employment obligations under various legislation. The non-compliance penalties have never been higher.

Understanding the human resources (HR) and industrial relations challenges of running a private practice will help OT entrepreneurs to mitigate the potential risks and succeed in their business.

For more info and tailored advice, please call (03) 9492 0958 or visit WorkPlacePLUS.com.au

**The HR Essentials for Private Practice Owners**

### Pay Rates & Awards

- Applying the correct Award for an allied health assistant
- Applying the correct Award for an office assistant
- Applying the current pay rate
- Calculating leave, super, taxes

### Work Arrangements

- Employee or contractor
- Casual, part-time, full-time
- Correct hiring protocols
- Leave and entitlements
- Flexible working arrangements

### Employment Contracts

- The type of contract depends on the employment arrangement
- Compliant with National Employment Standards and other legislative requirements
- Terms, benefits, provisions
- Restraints of trade

### HR Policies

- Code of Conduct
- Work, Health & Safety (WHS)
- Anti-Discrimination
- Privacy
- Performance Management
- Complaints & Grievances

*Disclosure: WorkPlacePLUS is OTA's preferred national HR, IR & ER provider.*

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